

**SUMMARY OF THE
FIELD ACTIVITIES COMMITTEE MEETING
OCTOBER 19, 2001**

The Field Activities Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Friday, October 19, 2001, at 1:00 p.m., Eastern Daylight Time (EDT). The meeting was led by its Chairperson, Dr. Barton Simmons of the California Environmental Protection Agency (EPA), DTSC, Hazardous Materials Laboratory. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss the listed agenda items.*

INTRODUCTION

Dr. Simmons called the meeting to order and then reviewed the agenda.

APPROVAL OF MINUTES

The minutes of the teleconference held September 21, 2001, were reviewed, accepted and approved as written.

ACTION ITEMS

Distribution of Membership Roster

Dr. Simmons indicated that he had distributed the Membership Roster. He believes there are two versions and the information needs further review for errors. Anteon will provide the most current version to Dr. Simmons for review and comments.

Anticipating Promulgating Sampling Rule

Mr. Andrew Tintle indicated that the rule has not been formulated as yet. The Florida Department of Environmental Quality is trying to complete it prior to the NELAC-7i Conference, however, it probably will not be ready until after the conference. Mr. Tintle will distribute the rule after it is finalized.

Definitions for Accreditation Process Committee

Dr. Simmons will try to obtain the revised version to the previous changes to the definitions, however, he does not believe it exists. He suggested taking the earlier changes, make and underline the new changes, and distribute.

Draft Federal Register Notice (FRN)

Dr. Simmons reported that he had updated the FRN with the committee updates he had received and forwarded it to Ms. Jeanne Hankins. Dr. Simmons will follow up with Ms. Hankins to confirm what the timing is for release. The FRN needs to be published before the NELAC-7i Conference, otherwise it will need to be rewritten. Dr. Simmons will advise this committee of the publication date.

Suggestions for NELAC-7i Conference

Dr. Simmons suggest that the topic of Water Field Measurements and other Media Issues be included in the NELAC-7i Agenda for discussion. Any other specific issues regarding water or other media should be sent to Dr. Simmons to be included in the Committee detailed agenda to meet the deadline of November 1, 2001, set by Ms. Hankins.

The proposed agenda topics for the NELAC-7i Conference are:

- Comments to the Federal Register Notice (if published before NELAC-7i)
- General Sampling Standards (request for new changes)
- Mobile Laboratories and Fixed Laboratories
- Definitions of Field Measurements (send definitions to Program Policy & Structure, request to be added to Chapter 1, discuss at PP&S Conference session at NELAC-7i)
- Outreach (how to involve other non-lab organizations)
- Standards for Water Measures Water Measurements and Other Media

Dr. Simmons will finalize the detailed agenda and distribute to the Committee.

COMMITTEE MEMBERSHIP

Dr. Simmons stated that the nominating of the two additional committee members be tabled until after the FRN has been published and after the NELAC-7i Conference. Other possible candidates may surface from the Conference as possible candidates. There was a question as to what the ratio of federal vs public sector committee members is required. It was stated that there should be five from the private sector (non-voting members) and five from the federal sector (state and federal). Dr. Simmons will contact Mr. Larry Keith to discuss his continuing role on this committee.

STATUS OF MOBILE LAB ACCREDITATION

This subject was deferred for discussion at the next committee teleconference.

ANNOUNCEMENT

Mr. James Davies announced that Louisiana has become the 12th NELAC Accrediting Authority.

NEXT STEPS

At next committee teleconference, we will discuss our objectives for the NELAC-7i Conference. Also, Mr. Law indicated that there is the American Consulting Engineers Counsel (national scope of membership) to provide NELAC support. Mr. will provide Dr. Simmons with a contact for that organization.

Dr. Simmons reported that all future teleconferences will be provided through the EPA. The teleconference currently scheduled for November 16, 2001, at 1:00 pm EST will now be at 1:30 pm EST. It was discussed and decided to cancel the teleconference set for December 21, 2001.

It was suggested that this committee meet for breakfast on Wednesday, December 5, 2001. Details to follow.

ADJOURNMENT

There being no further business, Dr. Simmons adjourned the meeting.

NEXT MEETING

The next meeting is scheduled for November 16, 2001, at 1:30-3:30 pm EST.

ACTION ITEMS
FIELD ACTIVITIES COMMITTEE MEETING
OCTOBER 19, 2001

Item No.	Action	Date to be Completed
1	Changes to Committee Roster to Dr. Simmons and forwarded to Anteon for database update <i>10/19 - Anteon to provide revised roster to Dr. Simmons</i>	10/19/01 - ONGOING 11/16/01
2	Send copy of new Florida sampling rule when available <i>10/19 - Mr. Tintle advised completion most likely after NELAC-7i</i>	10/2001 - ONGOING
3	Comments to draft definitions expected from AP Committee <i>10/19 - Dr. Simmons will provide a draft highlighted version before NELAC-7i</i>	10/19/01 - ONGOING
4	Committee comments to draft FRN due to Dr. Simmons and presented by Mr. Malone to the BoD <i>10/19 - Dr. Simmons will contact Ms. Hankins for update</i>	10/05/01 - ONGOING -BS 10/11/01 - ONGOING - TM 11/16/01
5	Distribute latest version of General Sampling Standards to the committee <i>10/19 - See #2 above</i>	10/19/01 - ONGOING
6	Suggestions for NELAC-7i Conference <i>10/19 - Dr. Simmons drafting agenda</i>	12/2001 - ONGOING 11/01/01
7	Field measurements and mobile laboratories definitions Dr. Simmons to forward a copy to Mr. Maloney for comments. Dr. Simmons to request AP committee comments and suggest a joint conference call to discuss and agree on definitions	11/2001 - ONGOING

8	Petition BoD to resume Source Emissions Standards Development	2003 - ONGOING
9	<p>Mr. Maloney to confirm whether appointments have been made or further info required to complete nomination process. Dr. Simmons will confirm availability of previous interested party. Dr. Simmons to distribute short bios of interested parties.</p> <p><i>10/19 - Tabled for further discussion after FRN published and NELAC-7i Conference</i></p>	10/19/01 - ONGOING

**LIST OF PARTICIPANTS
FIELD ACTIVITIES COMMITTEE MEETING
OCTOBER 19, 2001**

Mr. Barton Simmons (2005) Chairperson	California EPA, DTSC, Hazardous Materials	T: (510) 540-3112 F: (510) 540-2305 E: bsimmons@dtsc.ca.gov
Mr. Tom Maloney (invited)	NELAC Board of Directors, USGS	T: (303) 236-3460 F: (303) 236-3499 E: tmaloney@usgs.gov
Mr Russell S. Berry (2004) (absent)	RMB Consulting & Research, Inc.	T: (919) 791-3126 F: (919) 510-5104 E: berry@rmb-consulting.com
Mr. Robert (Skip) Darley (2002)	US Navy	T: (843) 764-7337 F: (843) 764-7360 E: darleyre@navsea.navy.mil
Mr. James Davies (2003)	Louisiana Department of Environmental Quality, Environmental Technology Division	T: (225) 765-0582 F: (225) 765-2408 E: james_c@deq.state.la.us
Mr. John Dege (2002):	DuPont/CMAE	T: (302) 773-0900 F: (302) 774-1361 E: john.a.dege@usa.dupont.com
Dr. Larry Keith (2002) (absent)	Waste Policy Institute	T: (678) 344-0001 F: (678) 344-2345 E: larry_keith@wpi.org
Mr. Peter A. Law (2003)	Severn Trent Laboratories	T: (413) 572-4000 F: (413) 572-3707 E: plaw@stl-inc.com
Mr. Andrew Tintle (2004)	FL Dept. of Environmental Protection	T: (850) 921-9733 F: (850) 922-4614 E: andrew.tintle@dep.state.fl.us
Ms. Arlyn Brediger Contractor	Anteon Corporation	T: (702) 731-4233 F: (702) 731-4027 E: abrediger@anteon.com